

Team Manager



Team Manager should coordinate with the coaches to discuss responsibilities. Responsibilities below are guidelines of most team managers but may differ team to team.

1. Rosters, paperwork and payments
 - a. Provide approved roster of players and volunteers to Travel Director & Registrar
 - b. Monitor team payments through Registrar, follow up with non-payees to meet deadlines
 - c. Provide birth certificates & proof of residency for new players to Registrar
 - d. Provide player, coach & manager pictures (1v1 picture) to Registrar, after try-outs, for player passes
 - i. Approved Rosters and Passes will be provided by Registrar prior to travel season. Rosters and passes need to be brought to each game.

2. New Uniforms
 - a. Help provide team bulk order to Uniform Coordinator prior to deadline in June for ordering and remind players of uniform payments with their player number options
 - i. Orders or payments not received prior to deadline will not be included in the bulk ordering.
 - ii. Parents would need to order through the MSC online portal if missing bulk order deadline in June and would not get the full MSC bulk discount
 - b. Pickup uniforms order from Uniform Coordinator and distribute to team

3. Paperwork
 - a. Notify Travel Director & Registrar of any changes such as: player Club Transfers, Volunteer Releases, International Clearance, Guest Player (tournaments)

4. Team Website
 - a. Keep team schedule up to date on the MSC website, including practices, trainings and games

5. League Game Reports and Scoring
 - a. Provide Travel Director postgame report after each weekend. Report can be found on the website under travel, team manager and listed with the forms
 - b. Record the league score on the bysa.org/CJSATrav, select administration, enter score each weekend
 - i. Get username and password from Registrar

6. Cup Games U11 +
 - a. Receive Cup roster from Registrar
 - i. Cup Roster and passes must be at all games
 - b. Winning team must record the score on the CJSA online reporting following the game
 - c. Confirm home/away game by following CJSA cup schedule
 - i. If home game, reserve field with Field Coordinator
 - ii. Provide to Ref Assignor for A/R's selection. District coordinates center ref.
 - iii. Contact MSC treasurer about Cup home game to pickup center ref check which is paid at the field

7. Team Budget
 - a. Tournament/s
 - b. Patches/pins for tournaments
 - c. Winter indoor game fees
 - d. End of season party

8. Team Schedule
 - a. Coordinate with Coach who will be scheduling games and requests for practice days
 - i. Provide Field Coordinator requests for practices days (fall, winter, spring)
 - ii. Coordinate with other town coaches/managers your Friendly & League schedule
 1. Friendly games get setup in August for Fall and March for Spring by looking at bysa.org/CJSATrav to find registered teams
 2. League schedule will be provided to you prior to start of season
 - b. Select a division for league
 - c. Attend scheduling meeting to reserve field for all home game times; this will occur shortly after the CJSA league schedule comes out
 - i. Report any cancellations or time changes to Field Coordinator and Ref Assignor
 - ii. Review ref rules on contacting ref's for any cancellations

9. Referees
 - a. Referee fees will be paid directly by MSC Treasurer, once per week.
 - i. If a referee does not show, report to Travel Director and Ref Assignor asap

10. Team Communication
 - a. Provide MSC club information to parents
 - b. Provide parent volunteers for MSC tournament
 - i. all teams need to provide one rep for Soccer Tournament
 - c. Provide parents info on MSC sponsor program
 - d. Field Closing procedure: provide policy for home games and practices. Away games will vary town by town. Homes practices and games posted online
 - e. Net Duty: Teams are assigned to put nets up prior to the spring or take down nets after the fall season by Field Coordinator.